

MEMORANDUM FOR: Mr.

STAT

I talked with Bertha regarding a suspense on three items in Mr. Bannerman's memo of 19 January that Personnel is working on. Here's our proposal:

1. Preparation of a policy statement on employment of military retirees -- deadline 20 February.
2. Establish a tickler system on contract employees -- deadline 10 February.
3. Paper on status of out-placement program -- deadline 20 February. (This is the only one apparently that has a short fuse and unfortunately is the only one O/P is going to have difficulty with because  has been out for three weeks and they don't know when he'll be back. He has some sort of obscure virus. However, Bertha promises at least some kind of report that will satisfy Colonel White's interest.

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WFV

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Per your request - attached  
is the list of actions for  
follow-up by OP.

Papers have been rec'd re  
paras c & e.

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